

## Public Health-Seattle & King County Nursing Employment Opportunities

**Licensed Practical Nurses:** Work under the direction of RNs and ARNPs to provide patient care, administer medications and perform other supportive functions.

Correctional Facility:  
Salary Range: \$17.88 - \$22.31

**Registered Nurses:** Provides complex nursing assessments and medical care coordination primarily on an individual level. Performs patient screening and triage; assess patient health conditions by performing physical assessment, lab and developmental tests; administer medications, immunizations and other health treatments; counsel and educate patients regarding their health care needs; make referrals to other care providers.

Correctional Facility:  
Salary Range: \$24.97 - \$34.09

Other Sites:  
Salary Range: \$21.71 - \$29.64

**Public Health Nurses:** Provides services at the family and community level. Performs complex family assessments in patient homes, community and office settings. These nurses educate and counsel families regarding a variety of health care issues, teach group sessions and provide nursing and health promotion services for special populations. Public health nurses also work with communities to assess community risks and assets; and, to facilitate community planning and participation in prevention and intervention strategies.

Correctional Facility:  
Salary Range: \$27.27 - \$36.35

Other Sites:  
Salary Range: \$23.71 – \$31.61

**Advanced Practice Nurse Specialist:** Provides systems level support and education to Department and community entities concerned with the assurance of health care to populations within the county. Possesses a defined area of clinical or public health expertise. Policy development, data analysis, needs assessment, training, program planning, implementation and evaluation are components of this position.

Correctional Facility:  
Salary Range: \$30.21 - \$41.46

Other Sites:  
Salary Range: \$26.27 – \$36.05

**Nurse Practitioners:** Provide individual and specialty medical care. Performs full physical examinations, order and analyze lab tests, and evaluate patient health. These positions implement treatment plans, prescribe medications, and educate patients. Specialty areas include women's health care, family, ob/gyn, pediatrics, adult and psychiatry. In the correctional facility, the nurse practitioner provides emergency treatment for inmates and treats minor injuries.

Correctional Facility:  
Salary Range: \$31.21 - \$42.83

Other Sites:  
Salary Range: \$27.14 - \$37.24

**Assistant Personal Health Services Supervisor:** Provides on site supervision to health services staff who are providing health care in clinic, community and correctional facility settings. Responsibilities include scheduling, hiring, training and evaluating staff.

Correctional Facility:  
Salary Range: \$33.31 - \$42.06

Other Sites:  
Salary Range: \$28.82 - \$36.68

**Personal Health Services Supervisor:** These positions supervise and direct the work of professional, paraprofessional, and support staff in the operation of clinical and community based programs including health services in King County correctional facilities. Work includes identification of program needs, program and budget planning, program administration and evaluation. Position coordinates with other health and social service agencies, assures that professional standards of care are met, works toward continually improving quality of services.

Correctional Facility:  
Salary Range: \$36.70 - \$46.08

Other Sites:  
Salary Range: \$31.74 - \$40.20

## **Qualification Requirements:**

### **All nursing positions require:**

- Graduation from a National League For Nursing (NLN) accredited program or its equivalent.
- Current Washington State Registered Nurse license for all positions except Licensed Practical Nurse which requires a Washington State LPN License.
- Review of all open or closed complaints against a nursing license prior to hiring.
- All positions require WSNA union membership within 30 days.
- All candidates must pass a thorough background investigation. Correctional facility positions and some other positions require a higher level of security clearance.
- All positions require TB/BBP training, attendance at mandatory Department/Division training, CPR certification training and continuing education credits must be earned on an annual basis as required for licensure.
- Pre-employment physical.
- Some positions may require a WA State Driver's License or the ability to travel throughout King County in a timely manner.

### **Public Health Nurse positions require:**

- Graduation from a Bachelor's of Science, Nursing (BSN) program.

### **Advanced Practice Nurse Specialist positions require:**

- Bachelor's of Science, Nursing (BSN) Degree: Master's degree in nursing or public health and/or extensive training and experience in a relevant specialty area of nursing.
- Demonstrated knowledge of: Public Health practice; policy development; data analysis; needs assessment; training, program planning, implementation and evaluation.
- Must meet the qualifications for specific positions as outlined in the job announcement.

### **Nurse Practitioner positions require:**

- Bachelor's of Science, Nursing (BSN) Degree: successful completion of a nurse practitioner training program; a valid Washington State Advanced Registered Nurse Practitioner (ARNP) license. Prescriptive authority is required prior to hire date.
- Must complete Credentials packet and be granted a Clinical Staff Appointment by the Director of Public Health-Seattle & King County prior to hire and before patient care can be provided.

### **Assistant Personal Health Services Supervisor positions require:**

- Bachelor's of Science, Nursing (BSN) Degree: demonstrated knowledge of clinical and theoretical nursing processes within a Public Health practice.
- Must meet the qualifications for specific positions as outlined in the job announcement.

### **Personal Health Services Supervisor positions require:**

- Bachelor's of Science, Nursing (BSN) Degree: demonstrated knowledge of: clinical and theoretical nursing processes within a Public Health practice; supervisory and management practices and principles; program development and evaluation techniques.
- Advanced training in nursing administration or public health.
- Must meet the qualifications for specific positions as outlined in the job announcement.

Regular career service and term limited temporary positions have a comprehensive benefit package which includes medical, dental, vision, life, AD&D, disability coverage, sick leave, vacation, deferred compensation, and a retirement plan. Schedules for nurses working in clinics or at community sites are usually for day shifts with some evenings Monday through Friday. Positions in the King County correctional facilities involve weekend, evening and night shifts. Standby pay, shift differential pay and weekend premium pay are provided.

## **Nursing Employment Application Information:**

### **FORMS REQUIRED:**

Public Health-Seattle & King County Nursing Employment Application  
Resume and cover letter  
King County Applicant Data Sheet

### **Instructions:**

- ♦ Provide all information requested by typing or printing in ink.
- ♦ Be sure to complete each section. An incomplete application may delay hiring.
- ♦ Enclose the attached King County Applicant Data Sheet.
- ♦ **Enclose a cover letter and resume** when returning the application.
- ♦ **Cover letter:** You may want to address any expertise or experience which you believe prepares you for work with Public Health-Seattle & King County. If you speak any languages in addition to English, include that information.

- ♦ **Resume:** In order to determine step placement with our pay scale, we request that your resume include the month and year you started and ended all previous employment. Also, include the number of weekly hours worked in each position.
- ♦ **Send to Mary Fatica, BSN, PHN, Nurse Recruiter**  
**Nursing Services, Practice and Systems Support**  
**Public Health-Seattle & King County**  
**Wells Fargo Center, 999 Third Avenue, Suite 1200**  
**Seattle, Washington 98104-4039**
- ♦ If you have questions you may contact Mary Fatica at 206-296-4117, fax 206-205-6236 or e-mail at [mary.fatica@metrokc.gov](mailto:mary.fatica@metrokc.gov).

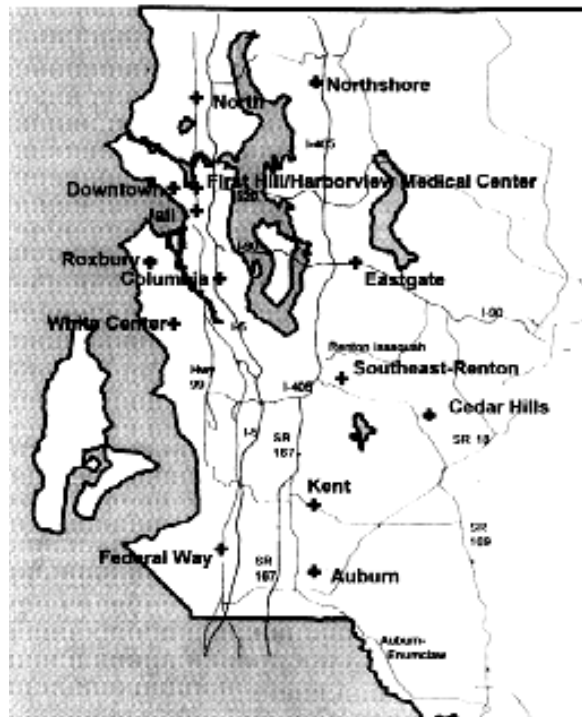
### The application process:

You will be notified upon the receipt and review of your nursing employment packet. Nursing Services will screen your application to determine if you meet the qualification requirements for the position you requested. If you have not requested a specific position you will be contacted by the Nurse Recruiter to review open positions that match your skills and interests.

Your application information will be entered into a database called NATS (Nursing Application Tracking System). This is an electronic database that is available to Public Health – Seattle & King County (PHSKC) Supervisors and Site Managers who are seeking to fill an open nursing position. You will be on active status (meaning currently seeking employment) on NATS for a period of six months. After six months an applicant must call Mary Fatica, PHSKC Nursing Recruiter at (206) 296-4117, to request to remain active on NATS.

Public Health maintains a list of job openings on the Internet at: <http://www.metrokc.gov/health> – **click on “Jobs”** If you see a specific nursing position of interest, you do not have to resubmit the nursing employment documents to apply. However, you must send a cover letter, which includes the specific Job Announcement number, to: Human Resources, 999 Third Avenue, Suite 600, Seattle, WA 98104-4039. Or fax to same: (206) 205-5430. Candidates selected for consideration will be contacted either by phone or mail.

### Public Health Employment Sites



# Public Health-Seattle & King County- Nursing Employment Application

Last Name	First Name	Middle Initial	
Street Address	City	State	Zip
Social Security #	Home Phone	Pager/Message Phone	

## Check the types of positions you are interested in:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> LPN (Jail Health only) | <input type="checkbox"/> Advanced Practice Nurse Specialist            | <input type="checkbox"/> Nurse Practitioner, Families        |
| <input type="checkbox"/> RN, (Jail Health only) | <input type="checkbox"/> Nurse Practitioner, Psychiatric               | <input type="checkbox"/> Nurse Practitioner, Adult           |
| <input type="checkbox"/> RN, Clinic             | <input type="checkbox"/> Nurse Practitioner, Woman's Health            | <input type="checkbox"/> Nurse Practitioner, Pediatrics      |
| <input type="checkbox"/> Public Health Nurse    | <input type="checkbox"/> Assistant Personal Health Services Supervisor | <input type="checkbox"/> Personal Health Services Supervisor |

## Check the shifts and schedules you would like to work.

- |   |   |                                      |  |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> Regular, Full-time | <input type="checkbox"/> Short term Temporary   | <input type="checkbox"/> Days        | <input type="checkbox"/> Evening Shift |
| <input type="checkbox"/> Regular, Part-time | <input type="checkbox"/> Term Limited Temporary | <input type="checkbox"/> Night Shift | <input type="checkbox"/> Weekends      |

## Check where you would like to work:

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> North   | <input type="checkbox"/> Downtown             | <input type="checkbox"/> Columbia City (SE Seattle) | <input type="checkbox"/> First Hill/Harborview Medical Center   |
| <input type="checkbox"/> Eastgate (Bellevue)                                 | <input type="checkbox"/> Northshore (Bothell) | <input type="checkbox"/> Federal Way                | <input type="checkbox"/> Auburn                                 |
| <input type="checkbox"/> Kent  | <input type="checkbox"/> Renton               | <input type="checkbox"/> White Center               | <input type="checkbox"/> Regional Justice Center - Jail in Kent |
| <input type="checkbox"/> King County Correctional Facility - Jail in Seattle |   |   |   |

## Education:

College or University	Location (City & State)	Dates (From/To)	Degree/Major
College or University	Location (City & State)	Dates (From/To)	Degree/Major
Other Training	Location (City & State)	Dates (From/To)	Degree/Certificate

## License Information:

License Number

State Issuing License

Expire Date

LPN/Registered Nurse: \_\_\_\_\_

ARNP with Prescriptive Authority: \_\_\_\_\_

## Professional Sanctions (If answering YES, please provide details, including outcome, by separate attachment.)

- Have you ever been involved in a malpractice claim or suit? Do you have knowledge of a pending claim or suit against you? ☐ YES ☐ NO
- Have you ever had your license to practice nursing in any jurisdiction revoked, denied, suspended, reduced, or relinquished? ☐ YES ☐ NO
- Do you have knowledge of any action pending before any licensing board(s) which could affect your license or ability to practice? ☐ YES ☐ NO
- Have you ever been convicted of a felony offense? ☐ YES ☐ NO
- Have you ever been terminated for a disciplinary reason? ☐ YES ☐ NO

I certify that all statements on my application materials are true to the best of my knowledge. I understand that false statements shall be sufficient cause for elimination from further consideration or, if employed, for disciplinary action up to and including termination. Unless otherwise indicated, I agree and give my consent that any person, firm, or organization listed hereon is authorized to furnish King County with reference material concerning my character, past employment or any other information requested. I give my consent for a background investigation. Further, I understand that at the time of hire I will be required to provide documentation, which authorizes me to work in the United States of America.

**Signature & date:** \_\_\_\_\_

For Office Use Only

**King County**  
**APPLICATION FOR EMPLOYMENT**  
**King County is an equal opportunity**  
**employer.**  
**APPLICANT DATA SHEET**



**Public Health-Seattle & King County**  
**Human Resources**  
**Recruitment & Retention**  
999 3<sup>rd</sup> Avenue, Suite 1230  
Seattle, WA 98104

The following information is requested for purposes of obtaining data that will enable us to implement the King County Affirmative Action Plan and let us know how you learned about this job. All information you provide is confidential and any disclosure of your Social Security Number, gender, ethnic group/race is voluntary. Your Social Security Number is used purely for applicant tracking purposes and will not be disclosed to third parties except where an offer of employment is extended where the position requires a background investigation.

PLEASE PRINT OR TYPE

**Position Title:**

**Job Announcement #:**

**Name:**

LAST

FIRST

M.I.

**Social Sec. #**

**Mailing Address**

STREET

APT#

CITY

STATE

ZIP CODE

( ) -

( ) -

HOME PHONE NUMBER

ALTERNATE NUMBER

E-MAIL ADDRESS

**GENDER: (OPTIONAL)**

☐ Female

☐ Male

**REFERRAL SOURCE:** How did you learn about this position? Mark all boxes applicable from the list below.

King County sources: ☐ Bulletin Boards

☐ Job Line

☐ Employment Centers

☐ Web Site ☐

Community Center ☐ Employee referral

☐ College/university placement office: specify \_\_\_\_\_

☐

Friend/word of mouth ☐ Community agency or group referral: specify \_\_\_\_\_

☐ Other Web Site

☐ Newspaper: specify \_\_\_\_\_

date: \_\_\_\_\_ ☐ Radio / specify: \_\_\_\_\_

☐ TV / specify \_\_\_\_\_

☐ Other: \_\_\_\_\_

**AFFIRMATIVE ACTION DATA**

King County is committed to non-discrimination in employment. To assist in this effort, the County requests that you provide the following information which will not be used in evaluating your application. Completion of this section is optional.

**ETHNIC GROUP/RACE**

If you identify with more than one ethnic group set forth below, we respect your desire to do so. However, it would be helpful if you mark the ONE ethnic group with which you most identify.

**B** ☐ **African American/Black:** Persons having origins in any of the black racial groups of Africa.

**I** ☐ **American Indian/Alaska Native:** Persons having origins in the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

**A** ☐ **Asian/Pacific Islander:** Persons having origins in the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. These areas include China, Japan, Korea, the Philippine Islands, and Samoa.

**H** ☐ **Hispanic/Latino:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin unique to the Americas, regardless of race.

**W** ☐ **White/Caucasian:** Persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or Southwest Asia.

**DISABILITY**

**Do you meet the following disability definition?** ☐ YES ☐ NO A disability is a permanent physical, mental or sensory condition that substantially limits one or more of your major life activities. The disability must be substantial rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy, or surgical means. Substantially limits means you are either unable to perform or are significantly restricted in performing a major life activity, such as caring for yourself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. This confidential information is solicited and maintained for affirmative action purposes only. It should not be construed and will not be considered as a request for accommodation.

**Will you need accommodation in the application or testing process?** ☐ YES ☐ NO If you checked the "YES" box, the human resources staff person coordinating this recruitment will send you a request asking for additional information. You may also call the contact number listed on job posting in the *Where to Apply* section.

**VETERAN STATUS**

Dates Served: \_\_\_\_\_ to \_\_\_\_\_.

Vietnam-era Veteran

☐ YES ☐ NO

[Percent of disability: \_\_\_\_\_%] "A person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than dishonorable discharge, if any part of such active duty occurred: (1) In Vietnam between 2-28-61 and 5-7-75; or between 8-5-64 and 5-7-75 in all other cases; or, (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed; (3) in Vietnam between 2-28-61 and 5-7-75; or between 8-5-64 and 5-7-75 in all other cases."

Special Disabled Veteran

☐ YES ☐ NO

[Percent of disability: \_\_\_\_\_%] "A veteran who is entitled to compensation or who, but for the receipt of military retirement pay, would be entitled to compensation under laws administered by the U.S. Department of Veterans Affairs for disability: (1) Rated at 30 percent or more; or Rated 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or, (2) A person who was discharged or released from active duty for a service connected disability."

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**MILITARY SERVICE/VETERAN'S PREFERENCE**

Per RCW 41.04.010, certain veterans are eligible for Veteran's Preference. **To be eligible, you must meet all of the following four criteria:**

1. You are applying no later than 8 years following discharge from active service.
2. You have not previously used your veteran's status to obtain an offer of employment.
3. You served in the military during any period of war (the Persian Gulf War began August 2, 1990 and has not yet officially ended). Military service during the Lebanon crisis, the invasion of Grenada, or the Operation Just Cause in Panama must have resulted in award of the respective campaign badge or medal for these military actions) OR you received the Armed Forces Expeditionary Medal or the Marine Corps or Navy Expeditionary Medal for opposed action on foreign soil, or the Southwest Asia Service Medal.
4. You served on active duty for at least 180 days. (Reserve and National Guard Service for less than six continuous months is not regarded as active duty.)

Have you ever obtained employment in Washington State using Veteran's Preference?

☐ YES ☐ NO

Do you claim Veteran's Preference for this examination?

☐ YES ☐ NO

If claiming Veteran's Preference, you must attach form DD214. Form attached?

☐ YES ☐ NO

Have you served on active duty in the U.S. military in the last 96 months?

☐ YES ☐ NO

If yes: Branch of service: ☐ Air Force ☐ Army ☐ Coast Guard ☐ Marines ☐ Navy  
☐ Regular ☐ Reserve ☐ National Guard Active Duty Dates \_\_\_\_\_ to \_\_\_\_\_

Are you receiving Veteran's retirement pay?

☐ YES ☐ NO

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**CURRENT EMPLOYMENT WITH KING COUNTY**

Are you currently a King County employee? ☐ YES\* ☐ NO

If yes, what is your status? ☐ Regular ☐ Temporary (TLT, short term temp, intern)

\* NOTE: If you are employed by a temporary agency or have a contract with King County, you are **NOT** considered an employee.

Current job title (King County employees only): \_\_\_\_\_

In which department do you work?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Adult and Juvenile Detention       | <input type="checkbox"/> Assessments        | <input type="checkbox"/> Community & Human Svcs.           |
| <input type="checkbox"/> Construction & Facility Mgmt.      | <input type="checkbox"/> Council            | <input type="checkbox"/> Development & Environmental Svcs. |
| <input type="checkbox"/> District Court                     | <input type="checkbox"/> Executive          | <input type="checkbox"/> Finance                           |
| <input type="checkbox"/> Information & Administrative Svcs. | <input type="checkbox"/> Natural Resources  | <input type="checkbox"/> Transportation                    |
| <input type="checkbox"/> Office of Human Resources Mgmt.    | <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> Prosecuting Attorney              |
| <input type="checkbox"/> Public Health                      | <input type="checkbox"/> Sheriff's Office   | <input type="checkbox"/> Superior Court                    |

**I certify that the information provided above is accurate and true, and may be subject to verification. I understand that falsification of any information requested above may disqualify my application and/or be grounds for dismissal.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_